

**Compass Advisory Team
November 1-2, 2004**

*Next meeting:
February 2 & 3 in Wisconsin Rapids
To review draft reports*

Topic	Discussion & Decisions	Tasks & Owners
Program	<p>Alison provided an update on the program, highlighting the following items:</p> <ul style="list-style-type: none"> • Report on targets for all features was issued • Report on the age of signs was issued • The MQA peer exchange was a success <p>Progress has been made on most goals. See below report.</p>	
Reports	<p>After extensive discussion, the team agreed to the following:</p> <ul style="list-style-type: none"> • Produce two reports, one for high-level decision makers and one for operations managers and employees. See table below for content & length. These will be <u>issued in February</u>, after the Advisory Team reviews them. • All reports will: <ul style="list-style-type: none"> ○ Include an executive summary ○ Look consistent from chart to chart ○ Have charts whose contents are apparent in 5-10 secs. ○ Use chart titles that highlight the point we're making. ○ Include recommendations on the initial draft. ○ Be clear about which budget is being referenced. ○ Include info from the WisDOT customer survey, as appropriate. • Defer stratifying by highway type to take what we have now across the finish line. Have an estimate of necessary resources to do this stratification, however, in case there is a call for it. • Add price tags to the pictures/grade levels. • Complete the highway operations story by April. <p>Price and dollar information will be included as it's available this year.</p>	<p>Alison will work with Tim to produce two reports, as described on left and below.</p> <p>Scott will work with his team & Alison to come up with unit and total costs for eliminating backlog.</p> <p>Alison will test A-F bucketing of feature grades.</p> <p>The team will review draft reports in February.</p> <p>Alison will work with CCS and others to have the Highway Ops Story printed by April.</p>
Recommendations	<p>Over the course of the two days, a number of recommendations for WisDOT emerged, including:</p> <ul style="list-style-type: none"> • Increase the amount of inventory data available. Of course, certain features should have higher priority – which ones? • Integrate management systems • Assess cost data needed for long-term effective decision making. Determine how to gather this data. 	
Advisory Team	<p>The team would like to function as a board of directors on reporting and other field involvement. Alison would come up with a plan and recommendations, and bring them to the team for revision and/or approval.</p> <p>They are also willing to champion this program, and the operations data that comes out of it, by taking the reports to county boards, WCHA and other groups.</p>	

Topic	Discussion & Decisions	Tasks & Owners
Program	We discussed Compass' focus and agreed that it has three purposes: <ol style="list-style-type: none"> 1. Resource allocation (prioritization) 2. Resource management 3. Resource attraction 	
Report Design	Team members provided extensive feedback on report design. John Corbin raised the possibility of bringing in a communications professional to focus on design & message. He will set up a meeting with team members and someone from Ames Lawson to discuss this, and will work within BHO to fund this effort.	John C. will set up meeting with Ames Lawson.

Goals report

2004 program goals	Initial goal achieved?	Ongoing?
1. continue field review with front-line staff	✓	→
2. report on signs	✓	→
3. report on winter	✓	→
4. update model to pass/fail		→
5. pull reporting in-house		→
6. have UW focus on analysis		→
7. pilot data entry in districts	✓	
8. host national conference	✓	→
9. set targets	✓	→
10. prepare "the story"		→
11. take program to Secretary's office	✓	
12. develop framework for business plan alternatives		→
13. BHO managers initiate dialogue within BHO and with DTIM about IT integration and inventory development.		?

Reports

	High-level	Operations
Audience	Primary: DTD/DTID Administrators District Directors Secretary's Office County Commissioners Secondary: County Boards	Primary: SPO Managers Patrol Superintendents Maintenance & Traffic Sup's Maintenance Assistants Secondary: County Commissioners
Length	4 to 10 pages "when in doubt, leave it out..."	As long as it needs to be
Style	1-page executive summary Heavy on graphics	Executive summary, then text & graphics
Content:		
• Condition	✓	✓
• Target hit? (Y/N)		✓
• Gap if target is missed		✓
• Trend over time	✓	✓
• Severity of deficiency (e.g., when a mile of road has		✓

	High-level	Operations
cracking, how many linear feet does it have?)		
• Dollars spent	✓	✓
• Dollars to bring backlog to zero	✓	✓
• A-F grades for features	✓	✓